

## **REGISTRATION INFORMATION TELECOMMUNICATIONS TAX**

### **Required Information**

Before registering, you must have the following account numbers available:

- Federal Employer Identification Number (FEIN) or Social Security number

*And one of the following tax account numbers:*

- Sales and Use Tax Permit Number,
- Withholding Tax Number, or
- Corporation Tax Number.

If you are not currently registered with the DOR for one of the taxes listed above, please contact the Division of Sales and Use Tax at (502) 564-5170 option 2, or by e-mail at [DOR.Web.Response.telecom@ky.gov](mailto:DOR.Web.Response.telecom@ky.gov) before proceeding.

### **Registration Process**

Processing registration information and updating the Department of Revenue's (DOR) systems can take one to three business days. Please allow for this processing time when filing your first return.

### **Account Administrator**

Select the name of the account administrator for your KY *E-Tax* account carefully. The person named as administrator must be a responsible officer or authorized designee of the company, and must be authorized to file and pay state taxes. Your administrator will be able to grant access to additional users within your business.

### **Access for Registration**

If you are currently registered for KY *E-Tax*, please proceed to the Telecommunications Tax web page at <https://uqrft.ky.gov/registration/> Log in using the User ID and password for the administrator of your account and complete the demographics portion in Part 2 of the registration process.

Otherwise, you will need to register for online filing here:

<https://uqrft.ky.gov/Registration/RegRequest.aspx> by filling in the registration form and creating a User ID and Password for your KY *E-Tax* account.

### **Confirmation for E-Tax**

An e-mail confirmation will be sent when your *E-Tax* registration information is verified and accepted. To guarantee receipt of this e-mail, and to assure that your account has been set up before filing your first return, the e-mail address entered on the registration form must be set up correctly.

### **Telecommunications Tax System**

After receipt of the confirmation e-mail, the administrator should be able access Part 2 of registration in the Telecommunications Tax System. You must complete the demographic portion in Part 2 of the registration process before your account is fully accessible for filing. Please note you must set a liability date, which is the date the company became liable for

collecting the Telecommunications Tax. You may begin filing returns and making payments after this process is complete.

**Software Specifications**

The system is currently updated to accept most web browser options. However, you may find some browsers work more efficient with the Telecom system. Recommended browsers include: Internet Explorer; Chrome; Safari.

*The system was designed at a screen resolution of 800 x 600 pixels. For best results, use this setting.*

**Online Help**

Please see our Telecommunications Tax Help here:

[http://revenue.ky.gov/NR/rdonlyres/036CF0BB-21EF-4391-8352-](http://revenue.ky.gov/NR/rdonlyres/036CF0BB-21EF-4391-8352-76AEAAD5FE4D/0/HelpDocumentation.pdf)

[76AEAAD5FE4D/0/HelpDocumentation.pdf](http://revenue.ky.gov/NR/rdonlyres/036CF0BB-21EF-4391-8352-76AEAAD5FE4D/0/HelpDocumentation.pdf) or if you have additional questions, please contact the Division of Sales and Use Tax at (502) 564-5170, option 2.